

# **In-State and Interstate Branch Application Instructions**

## **General Information**

These instructions concern an application or notice to establish, relocate, or discontinue a branch office, a mobile branch office, a service branch office, or a loan production office (LPO).

### Who has to file:

All institutions chartered by the State of New Hampshire Banking Department are required to use this form. In addition, any out of state institution that intends to branch into the State of New Hampshire is required to use this form.

This application meets the normal regulatory and statutory requirements of the New Hampshire Banking Department. In cases where additional information is required, the applicant will receive a separate request for additional information.

## **Filing Instructions**

Complete all sections of the application/notice in typewritten form. Sign all papers in ink. Forward the original to this Department. File one form for each location.

Certify that the information provided is complete and does not contain misrepresentations by completing the form provided with the application. It must be signed by an authorized officer and notarized.

Enclose \$1,500 fee for a branch, a mobile branch or a defined service branch and make the check payable to "State of New Hampshire". A notice for a LPO does not require a fee.

Attach copies of (or submit under separate cover, contemporaneous with filing with applicable agency) each application or notice filed with state or federal bank regulatory authorities relating to the branch that is the subject of this application, along with copies of any approvals issued by such authorities.

### Applicant Information:

Date:	Date application/notice is filled out.
Name and Address:	Institution's full name and headquarters office address.
Contact Person:	Provide the name and address of the individual assigned to be contacted any inquiries or requests concerning this application.
Official/Trade Name:	Provide the official name and the trade name, as applicable, for the proposed office, such as "17 <sup>th</sup> and Main" or "Wholesale Mart".
Location Address:	Provide the complete street address of the location where the institution intends to establish, relocate, or discontinue the branch facility.
Proposed Effective Date:	Indicate the date the institution wishes the change to be effective.

The application, fee, and certification shall be sent to:

New Hampshire Banking Department  
64B Old Suncook Road  
Concord, NH 03301

## **In-State and Interstate Branch Application Instructions**

### **Statutory and BAN Requirements**

Requirements for a New Hampshire Branch Office, Mobile Branch Office or a Service Branch Office.

#### To establish or acquire:

Comply with all requirements of RSA 384-B:2

Exception: Well-capitalized banks with a composite rating of 1 or 2 may utilize RSA 384-B:2-e. This exception requires the institution to comply with the 30% total dollar limit, give 30 days notice of new branch opening and pay the fee.

#### To close or relocate:

Comply with all requirements of RSA 384-B:2-c

The closing/relocation will be effective after a majority of the bank's board of directors has voted in favor of closure and at least 30 days' notice of closure has been filed with the department, published and posted at the branch. Certified evidence of the vote and publication must be filed with the department prior to the effective date.

For branch closings the notice shall be on institution letterhead and shall include the address of the branch that is closing and the effective date.

For branch relocations the notice shall be on institution letterhead and shall include the addresses from which and to which the branch is relocating and the effective date of the relocation.

Relocations must be within the municipality in which the branch is authorized to conduct business unless a new branch application is submitted.

Requirements for an Interstate Branch Office.

RSA 384:60 applies to both New Hampshire Banks filing for a branch out of state and an out of state bank applying for a branch in New Hampshire.

Specific requirements for an out of state bank applying for a branch in New Hampshire are as follows:

Attach certification/statement issued by applicable regulatory authority of the state of domicile of applicant bank. The statement must demonstrate that a New Hampshire bank may establish or acquire a branch in the applicant's state of domicile under conditions substantially similar to the applicant's establishment/acquisition of a New Hampshire branch.

Attach a copy of the Certificate of Incorporation of the applicant issued by its primary regulator/chartering authority.

For out of state banks filing for an interstate branch conducting only trust activities, file the stipulation as required by RSA 384:63-a:II.

Requirements for a Loan Production Office:

#### Establishing:

RSA 384-B:2:a – Loan Production Office  
Ban 612.01 – Notice Requirements

#### Terminating/Closing:

Ban 612.02 – Notice Requirements